



The 11th Annual
TAKE OUR DAUGHTERS AND SONS TO WORK DAY

MENTOR APPLICATION
Due Friday, April 9, 2004

Thank you for your interest. Mail to: Alexandria Office on Women, TODTW, 421 King Street, Suite 400, Alexandria VA 22314 or fax to: 703-838-4976.

Name: _____

Occupation: _____

Work Address: _____

Work Phone: _____

E-mail address: _____ Fax number: _____

Please check one:

_____ Pair me with a student for the day:

I would prefer to be paired with (circle one): "daughter", "son" or either.

Number of students you or your office would like to mentor: _____

_____ I will be bringing a child to work. Name of child: _____

Special notes/requirements for student (i.e. age requirement, needs to have photo ID, must wear comfortable shoes):

You are invited to attend the opening reception at 8:00 am at Alexandria City Hall, 301 King Street, in the Vola Lawson Lobby. You will be paired with your "daughter" or "son" during the ceremony.

We will confirm your students name on or prior to April 20 and provide a suggested schedule for the day. Your participation will be based upon the availability of students and their career interests. On occasion, students are absent on the day of the event; however, we will not know prior to the reception.

As a mentor, your responsibilities will include providing lunch for your student and returning them to school in the afternoon. Parents will have completed a permission form indicating their consent for you to transport their child. Check with your student about their bus schedule. Students must be returned no later than 3:45pm to take an activity bus home.

Thank you for your participation in this important program.

Signature: _____ Date: _____

For more information, call Jennifer Harris at 703-838-5030, or email her at jennifer.harris@ci.alexandria.va.us, or contact Jenny Wade at 202-651-7046.